

**SUMMARY OF THE
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
JANUARY 10, 2001**

The Program Policy and Structure Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference Wednesday, January 10, 2001, from 10:00 a.m. until 11:30 a.m. Eastern Standard Time (EST). The meeting was led by its chair, Dr. Kenneth Jackson of the New York State Department of Health. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of this meeting was to discuss revised language for Section 1.8.1 and other business.*

APPROVAL OF MINUTES

The minutes of the committee's previous meeting (12/6/00) are being drafted and will be reviewed at the next meeting.

REVISED LANGUAGE FOR SECTION 1.8.1

Discussion of the proposed changes, which had been distributed to committee members prior to the meeting, was deferred due to the absence of key committee members. During general discussion of this revision, it was noted that revision of Figure 1-3 (NELAC Tiered Scope of Accreditation) will also be revisited, since it is integral to this section.

OTHER BUSINESS

Use of the term "reciprocity" in the NELAC Standard was raised. Since this term implies that written documentation exists specifying an agreement between two or more organizations, the use of other words was recommended. It was suggested that use of the term "recognition" and "approval" be explored.

The approval of supplemental accreditation requirements (Section 1.8.2) was discussed. At this point, the wording approved by the committee is:

". . . and will be processed as waivers by the NELAC director."

Dr. Jackson noted that the chair of the Field Activities committee has asked to participate in the next meeting to discuss issues relating to the Field Activities chapter of the standard.

Ms. Ann Rosecrance reported that she has compared Chapter 1 of the standard with International Organization for Standardization (ISO) Guide 17025 and finds no common language; she will now compare definitions, including the term "environmental testing." The possibility of using the term "field of accreditation" or "scope of accreditation" was suggested as being more accurate and avoiding confusion with the term "fields of testing" as used in the Proficiency Testing chapter of the standard.

NEXT MEETING

The next meeting of this committee is scheduled for January 24, 2001.

ACTION ITEMS
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
JANUARY 10, 2001

Item No.	Action	Date to be Completed
1.	Committee members will review proposed changes to Section 1.8.1.	
2.	Committee members will review Figure 1-3 (NELAC Tiered Scope of Accreditation) for consistency with proposed changes to Section 1.8.1.	
3.	Committee members will consider replacement of the term “reciprocity” with alternatives such as “recognition” and “approval.”	
4.	The chair of the Field Activities committee will participate in the next meeting to discuss issues relating to the Field Activities chapter of the standard.	
5.	Ms. Rosecrance will compare glossary definitions with ISO 17025 definitions.	
6.	Committee members will consider replacement of the term “fields of testing” with “field of accreditation” or “scope of accreditation” as a clarification.	
7.	The proposed revision to Section 1.8.1 will be discussed at the next meeting of this committee.	

**PARTICIPANTS
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
JANUARY 10, 2001**

Name	Affiliation	Address
Jackson, Kenneth Chair	NY State Department of Health	T: (518)485-5570 F: (518)485-5568 E: jackson@wadsworth.org
Aiello, Joseph	NJDepartment of Environmental Protection	T: (609)633-3840 F: (609)777-1774 E: jaiello@dep.state.nj.us
Burton, Arthur (absent)	Sequoia Analytical Laboratory	T: (650)364-9600 F: (650)364-2048 E: burton@sequoialabs.com
Clark, Stephen (absent)	USEPA/OW	T: (202)260-7159 F: (202)260-4383 E: clark.stephen@epa.gov
Giesler, Barbara (absent)	NM Environment Department (NMED)	T: (505)827-1400 F: (505)827-7545 E: barbara_giesler@nmenv.state.nm.us
Hogan, Mary Ann (absent)	Crystal Clear Ltd.	T: (302)655-8659 F: (302)655-8519 E: mahogan2@home.com
McAninch, Thomas	Eastman Chemical Co.	T: (903)237-5473 F: (903)237-6395 E: twmcan@eastman.com
Rosecrance, Ann	Core Laboratories	T: (713)329-7414 F: (713)895-8982 E: arosecrance@corelabcorp.com
Sorbet, Elaine	LA Department of Environmental Quality	T: (225)765-2405 F: (225)765-2408 E: elaine_s@deq.state.la.us
Tatsch, Gene (Contractor Support)	Research Triangle Institute	T: (919)541-6930 F: (828)628-0659 E: cet@rti.org